

# Graphic Production Artist - Part Time

Sonoma Promotional Solutions, an industry supplier in the advertising specialty industry seeks a highly qualified graphics professional to help manage and maintain our production development. This position will develop, manipulate and maintain artwork and artwork files. Output must inform production facilities of design specifications for a wide variety of products and brands. Join a fantastic team of creative professionals who are passionate about quality, customer service and our unique products. This is an opportunity to work on-site, with staff that will help you succeed.

The right candidate is adaptable - equally willing to work with a team to develop nuanced and thoughtful graphic solutions in addition to working independently and efficiently on a number of projects within any given day. Excellent time management skills, great creative energy and attention to detail are essential. Our ideal candidate will have a minimum of 3 years of experience in graphic and production artwork, as they will be responsible for working with sales staff to create artwork for a wide variety of projects and meet multiple daily deadlines quickly and efficiently.

## REQUIREMENTS & RESPONSIBILITIES

- Translate design descriptions into tangible production artwork
- Ensure accuracy of technical design including appropriate use of production materials
- Process and file artwork and photography
- Organize and maintain product photo libraries
- Manage incoming emails and dialogue with sales team about production art
- Design original art for product concepts and product development
- Arrange and execute product photo shoots

Expert in MAC Adobe CC - Particularly Illustrator, but also Photoshop

MUST LIVE WITHIN 45 MINUTES OF THE CITY OF SONOMA

Submit letter of interest, resume and/or portfolio examples AND INCLUDE CITY OF RESIDENCE to:  
[HUMANRESOURCES@SONOMAPROMO.COM](mailto:HUMANRESOURCES@SONOMAPROMO.COM)

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers